

RESOLUTION NO. 2009-34

A RESOLUTION, amending prior Resolution 2009-02 establishing the procedure for selecting members to City Boards and Commissions.

WHEREAS, the City of Wenatchee places value on the contributions, advice and input citizens provide; and

WHEREAS, the City has a number of Council appointed, volunteer, citizen advisory boards; and

WHEREAS, a formal selection process to appoint members to the boards is desirable to provide consistency, efficiency and fairness; and

WHEREAS, the City Council previously adopted Resolution 2009-02 establishing a procedure for selecting members to City boards; and

WHEREAS, after implementing the policy set forth in Resolution No. 2009-02, City staff recommends certain revisions be made for a more effective policy.

NOW, THEREFORE, be it resolved by the City Council of the City of Wenatchee that prior Resolution No. 2009-02 is repealed and the following procedure for selecting members to City boards and commissions is adopted:

1.0 Purpose

- 1.1 The purpose of this Resolution is to outline the process to appoint members to City Boards and Commissions.

2.0 Procedures

- 2.1 Candidate Pool Development and Maintenance:

- 2.1.1 In November of each year, every department having term expirations or anticipated vacancies of boards or commissions, in the up and coming fiscal year, shall present those names and positions to the City Clerk's office.

- 2.1.2 The City Clerk's office then prepares the appropriate legal notice. The City Clerk's office is encouraged to utilize all forms of notice that may include, but not limited to: Other media outlets, other interested individuals, candidate pools, community or other organizations, and the City's website to garner as much community outreach as possible.
- 2.1.3 Completed applications received are submitted to the City Clerk's office. The City Clerk's office then coordinates with the appropriate department to complete the verification process per Section 2.3 of this resolution.
- 2.1.4 After the verification process is completed, all qualifying applications shall be entered into a data base the City Clerk's office creates and maintains with the necessary information. Applications are only valid for the calendar year.

2.2 Application Requirements:

- 2.2.1 All candidates, whether a reappointment candidate or a new candidate, must submit a completed application.
- 2.2.2 Each board or commission may have a different application that requests different information, up to and including, background information that is appropriate and necessary for the applicant to serve on that particular board or commission.
- 2.2.3 Each applicant submitting an application, whether a reappointment or a new appointment, shall be required to attest to a "true and correct" statement of the information submitted.

2.3 Verification Process:

- 2.3.1 Every application, whether a reappointment application or new application shall go through a verification process before it is defined to be completed.
- 2.3.2 The first step in the verification process is to ensure every applicant meets the residency requirements, if required.
- 2.3.3 The second step, if applicable, is for the responsible department to coordinate with the human resources department and any other department to obtain the background information necessary.

- a. The department requiring the background information may allow the applicant to provide the required paperwork to meet this requirement. This option is in the sole discretion of the appropriate department and not appealable.

2.4 Appointment Process:

2.4.1 Any openings created during the calendar year for any of the boards or commissions shall follow this process to fill the open position:

- a. First, the board or commission must formally declare a position open because of: Resignation, term limits, residency qualifications, absenteeism, death, or any other qualifying reason.
- b. After formally declaring the position open, the appropriate department shall contact the applicant(s) and coordinate a date for interviews to be held at an upcoming regular or special board or commission meeting.
- c. The appropriate department is responsible to prepare the interview packet for each board or commission member that, at least, includes: A listing of all candidates to be interviewed, the candidates' verified application and appropriate background information, if required. In addition, each department shall develop appropriate interview questions to be asked of each applicant and a score sheet.
- d. The appropriate department shall follow through with appropriate correspondence to each interviewee confirming the time, date and place of the interview.
- e. Each board or commission member shall complete the score sheet provided by the appropriate department ranking the candidates based upon qualifications necessary to serve on that board or commission, responses to the interview questions, and results from the background verification, if necessary.
- f. The responsible department shall aggregate the score sheets completed by each board or commission member and rank the applicants.
- g. The responsible department shall complete the appropriate agenda packet that includes all the necessary paperwork for the

next available regular city council meeting and submit it to the City Clerk's office for inclusion on the agenda.

- h. At the City Council meeting, the Council shall review the recommendation of the appropriate board or commission and confirm or deny the appointment. The City Council is not bound by the recommendation of the board or commission and may choose to not accept any application, or bypass the ranking and choose other applicants. The City Council maintains the sole discretion of each appointment and their decision is final and not appealable.
- i. Whether or not an applicant is selected, the responsible department shall be responsible to follow up with all applicants regarding the results of the appointment(s).
- j. The responsible department shall also coordinate with the City Clerk's office of the appointment to assure the data base kept by the Clerk's office remains current.
- k. The responsible department shall follow up with any successful candidate to verify if they wish to remain in the data base for additional consideration for the remainder of the year. Following the response from the applicant(s) the department shall again coordinate with the City Clerk's office, thereby allowing the City Clerk's office database to remain current.

PASSED BY THE CITY COUNCIL OF THE CITY OF WENATCHEE at a regular meeting thereof this 23rd day of April, 2009.

CITY OF WENATCHEE, a Municipal Corporation

By: 

DENNIS JOHNSON, Mayor

ATTEST:

By: 

BRENDA GUSKE, Interim City Clerk

APPROVED:

By:


STEVE D. SMITH, City Attorney